

Welcome!

To access the Navy Optometry NKO Website you will need an active NKO account. NKO pages are for official use only. If you are not a Navy Optometric Provider or Student your request for access will be denied.

The following slides will guide you through



Welcome to the Sea Warrior Portal

NKO User Name
all lowercase

NKO Password
case sensitive

LOG IN TO NKO

[I forgot my User Name](#) [I forgot my Password](#)

:: New Users

If you have never registered on NKO:

- [View the Registration Tutorial](#)
- [Register as a new user](#)
- [Register as a guest user](#)

:: NKO Login Help

- [I need to change my User Name](#)
- [I need to change my Password](#)
- [Download Security certificate](#)
- [Help & FAQ's](#)

:: Help Desk Contact

COMM: (850) 452-1001, Option 1

DSN: 922-1001, Option 1

Toll Free: (877) 253-7122, Option 2

nln.helpdesk@netc.navy.mil

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Prior to proceeding please visit
NKO at <https://wwwa.nko.navy.mil>

Click 'View the Registration
Tutorial' and review its content.

:: New Users

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The screenshot shows the NKO Knowledge Online interface. At the top left is the N@VY logo. The main heading is 'Welcome to the Sea Warrior Portal'. Below this is a login section with fields for 'NKO User Name' (with a note 'all lowercase') and 'NKO Password' (with a note 'case sensitive'). A 'LOG IN TO NKO' button is present. Below the login fields are links for 'I forgot my User Name' and 'I forgot my Password'. On the right side, there is a photo of sailors on a ship deck with the caption 'Gunner's Mates assigne shoot a shotline to th SUPPLY (T-AOE 6)'. At the bottom, there are three columns of links: 'New Users' (with a red arrow pointing to 'View the Registration Tutorial'), 'NKO Login Help' (with links like 'I need to change my User Name', 'I need to change my Password', 'Download Security certificate', and 'Help & FAQ's'), and 'Help Desk Contact' (with contact information: COMM: (850) 452-1001, Option 1; DSN: 922-1001, Option 1; Toll Free: (877) 253-7122, Option 2; and email: nln.helpdesk@netc.navy.mil).

NKO utilizes DEERS (Defense Enrollment Eligibility Reporting System) to validate its user base. [Click here](#) to see whether or not you are in DEERS and if your information is correct.

DMDC

Information and Technology for Better Decision Making

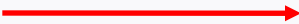
DEERS

Authentication Type Selection Page

Please select an authentication type and click on the continue button

☒ Non Register Users

☐ Registered Users - Operators



Select Login Method

☐ Common Access Card (CAC)
☐ DFAS Pin
☒ Personal Information

Social Security Number

Last Name

Date of Birth (CCYYMMDD)

→

Log On

Enter your personal Information.

Note:

CCYY = 4-digit year (i.e. 1982)
 MM = 2-digit month
 DD = 2-digit day

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If you receive this message, you are not in DEERS and must register as a guest. Skip to page 12.

Please correct the following items:

This Logon ID is Not Authenticated.
Please contact DEERS support
office.

NOTE: There have been instances where the user was inputting the correct registration information, but the Defense Enrollment Eligibility Reporting System database held incorrect information (birth date, name, TRICARE status code). This will result in a “Not Validated” error message. When this happens, users must contact DEERS (1-800-538-9552) to verify their information. Corrections will have to be made at a Real-Time Automated Personnel Identification Systems (RAPIDS) office (PSD or PASS office) before continuing with the NKO account request process.

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If you are in DEERS and you fit within one of authorized unrestricted NKO user criteria, proceed with the new user registration process as shown in page 7 - 11.

Authorized NKO

- Active Duty/Retired/Reserve and their Dependents
- Navy
- Marine Corps
- Coast Guard
- Delayed Entry Personnel
- Naval Academy Midshipmen
- Civil Service (Department of Navy)
- Contractors (Department of Navy)

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Go to NKO

<https://wwwa.nko.navy.mil> and
click 'Register as a new user'

:: New Users

If you have never registered
on NKO:

- View the Registration Tutorial
- **Register as a new user**
- Register as a guest user

N@VY
KNOWLEDGE ONLINE

Welcome to the Sea Warrior Portal

NKO User Name
all lowercase

NKO Password
case sensitive

LOG IN TO NKO

[I forgot my User Name](#) [I forgot my Password](#)

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:: NKO Login Help

- I need to change my User Name
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For use by current members of the DoD community ONLY. If you are a guest user, please complete the [Guest User Registration](#) process.

NKO will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to NKO. However, you must provide such information in order to register for an account on NKO.

Accounts that remain inactive for more than one year will automatically be deleted from the system. To prevent this from happening, users should log in regularly.

To access this web site, you must first be authenticated as an authorized user. The information you submit below is encrypted and sent to a Department of Defense agency database and matched against up-to-date DoD personnel information.

View [Further Information](#) for categories of authorized users.

Please enter the following information
* = REQUIRED

First Name: *

Middle Name:

Last Name: *

Social Security Number: *
Example: 123456789

Day of Birth: * *

Month of Birth: *

Year of Birth: *

Continue

Cancel

Enter your personal information and click continue

Please enter the following information
* = REQUIRED

First Name: *

Middle Name:

Last Name: *

Social Security Number: *
Example: 123456789

Day of Birth: * *

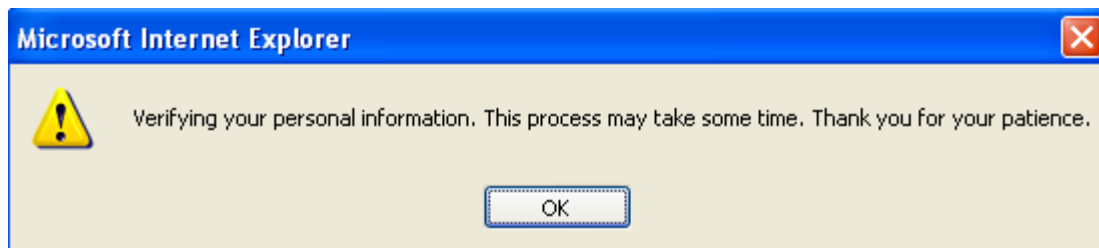
Month of Birth: *

Year of Birth: *

Continue

Cancel

NKO will then verify your information and allow you to register as an unrestricted NKO user.



Click 'OK'

NKO - Register as a New User



NKO User Registration Page

A username is assigned to you. **Write it down!**

Create your password using the requirements. **Write it down!**

Select 'Medical' as your Primary Community for now and enter the rest of the required data. Then click 'Register'.

Please enter the following information for approval.
* = REQUIRED

Your user name is:

Password: * [Password Requirements](#)
Passwords must contain at a minimum nine (9) characters, including at least two lower case letters, two uppercase letters, two numbers, and two special characters.

Confirm Password: *

Primary Community: *

Office Phone Number: *
Example: XXX-XXX-XXXX ext.XXXXX

Zip code: *

Email: *

Alternate email:

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NKO User Registration Confirmation

Your request for an account has been approved. Your username and additional information is listed below. Please make a note of your username and be aware it is case sensitive. If any information listed below is not correct, use the submit feedback form located on the front page to inform us of this error. Click *Close Window* to proceed to the login page.

Your user name is:

Your first name is:

Your last name is:

Your account type is:

Your rank is:

Your pay grade is:

[Close Window](#)

Click 'Close Window'. Skip to page
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- Go to
<http://chppm-www.apgea.army.mil/doem/vision/Navy/contact.asp>

- Submit a request to become a guest NKO user
- Use the same name and email address that you will use when registering on NKO as a guest.
- In the comment section justify why you need access to the NKO Optometry Website. Include phone number where you can be reached.
Click 'Submit Form'

Questions or Comments

Your Name:

Your Email Address:

Questions or Comments:

Within one week your request will be validated and if approved you should receive an email with the username of your NKO Sponsor. You will need this to successfully register on NKO as a guest.

With your sponsor's NKO user name in hand go to <https://wwwa.nko.navy.mil> and click 'Register as a guest user'

:: New Users

If you have never registered on NKO:

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- **Register as a guest user**

N@VY
KNOWLEDGE ONLINE

Welcome to the Sea Warrior Portal

NKO User Name
all lowercase

NKO Password
case sensitive

LOG IN TO NKO

[I forgot my User Name](#) [I forgot my Password](#)

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:: Help Desk Contact

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NOTICE: You must have previously arranged with your NKO sponsor in order to complete the guest registration process. Not all NKO users can sponsor Guest Accounts, only those with Administrator privileges.

Accounts that remain inactive for more than one year will automatically be deleted from the system. To prevent this from happening, users should log in regularly.

NKO will not obtain personally identifying information about you when you visit our site unless you choose to provide such information to NKO. However, you must provide such information in order to register for an account on NKO.

Enter your personal information and your NKO Sponsor's Username and click continue

Please enter the following information
* = REQUIRED

First Name: *

Middle Name:

Last Name: *

Social Security Number: *
Example: 123456789

Day of Birth: *

Month of Birth: *

Year of Birth: *

Sponsor's NKO Username: *

Please enter the following information
* = REQUIRED

First Name: *

Middle Name:

Last Name: *

Social Security Number: *
Example: 123456789

Day of Birth: *

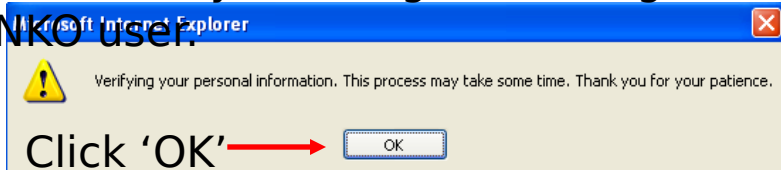
Month of Birth: *

Year of Birth: *

Sponsor's NKO Username: *

NKO - Register as a Guest User

NKO will then verify your information and allow you to register as a guest NKO user.



A user name is assigned to you. **Write it down!**

Create your password using the requirements. **Write it down!**

Select 'Medical' as your Primary Community for now and enter the rest of the required data. Then click 'Register'.



NKO Guest Registration Page

Please enter the following information for approval.

* = REQUIRED

Your user name is:

Password: * [Password Requirements](#)

Passwords must contain at a minimum nine (9) characters, including at least two lower case letters, two uppercase letters, two numbers, and two special characters.

Confirm Password: *

Primary Community: *

Office Phone Number: *
Example: XXX-XXX-XXXX ext.XXXXX

Zip code: *

Email: *

Alternate email:

Reason for sponsorship: *

Register

Cancel

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NKO - Register as a Guest User



NKO Guest Registration Confirmation

The following confirmation message should appear. →

Your request for a guest account has been accepted, and your sponsor notified by email. When approved, your username will be [REDACTED]

Close Window

Your sponsor will then approve or reject your request. If approved you should receive a confirmation email. →

Please approve or reject the following pending guests. If you do not select either Approve or Reject for a particular user, that user will still be in the pending status. Use the submit button below to complete the process.

Guest Name:

E-mail:

Phone:

Reason:

☐ Approve

☐ Reject

Submit

Back to Manage Guests

Once approved you may use your username and password to access NKO.

When you logon to NKO for the first time <https://wwwa.nko.navy.mil> you will be asked to configure your global alert settings.

My Messages

Configure your global alert settings

As a first time user, you will need to configure your alert settings. Alerts are messages from other users or the NKO Portal that inform you that something has happened. An example of an alert is when users send you a link to view their personal NKO Portal page. You may choose to receive your alerts via Web (on NKO), e-mail, or both. If you select 'Web,' your alerts will show up in the 'My NKO' gear on the Home Page as well as the 'My Messages' link in the upper right-hand corner. Click 'My Messages' to view your alerts. Please configure how you would like to receive your alerts now. When you are finished, click the 'Update' button to go to the NKO Home Page.

a gear is added to a page you are a leader of	<input type="checkbox"/> Web	<input checked="" type="checkbox"/> Email
a gear is removed from a page you are a leader of	<input type="checkbox"/> Web	<input checked="" type="checkbox"/> Email
another user sends you a link to a library document	<input type="checkbox"/> Web	<input checked="" type="checkbox"/> Email
another user sends you a link to a portal page	<input type="checkbox"/> Web	<input checked="" type="checkbox"/> Email
community administrator replies to your feedback	<input type="checkbox"/> Web	<input checked="" type="checkbox"/> Email

Deselect all 'Web' boxes and click 'Update'.

Paste this address in your web browser address bar while logged on to NKO and hit enter to go directly to the NKO Optometry Homepage.

https://wwwa.nko.navy.mil/portal/community?paf_communityId=co39850010

To get the most out of your NKO experience view the **NKO Setup Tutorial** located on the NKO Optometry Homepage or at www.navyoptometry.com

The NKO Helpdesk is there to help!!! 877-253-7122 option 2
nln.helpdesk@netc.navy.mil

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